2) Select a theme.

3) Select an object with a single click.

4) Drag and drop the image into the document.

5) Alternatively right-click on the object in the Gallery and choose **Insert** in the context menu, in which case the image will be positioned according to the cells selected in the spreadsheet.

> ### Tip
>
> If you wish to use gallery images from earlier versions of LibreOffice, go to https://extensions.libreoffice.org/ and search for items with a tag filter of "Gallery".

Modifying images

When you insert a new image, you may need to modify it to suit the document. Any changes made in Calc do not affect the original image, whether it is an embedded or a linked image file.

Calc provides several tools for working with images. These tools are sufficient for most requirements. However, for professional results it is generally better to use Draw or other software designed to modify image files, and then insert the result into Calc.

Using the Image toolbar

When you insert an image or select one already present in the spreadsheet, the Image toolbar (Figure 181) replaces the Formatting toolbar. If it does not appear, go to **View > Toolbars > Image** on the Menu bar. The tools available on the Image toolbar are described below.

Figure 181: Image toolbar

> ### Note
>
> Changes to image properties affect only the display and printing of the image. The original image file remains unchanged.

- **Anchor** – choose between anchoring the image to a cell (with or without resize) or to a page. See "Anchoring images" on page 214.

- **Align** – if two or more images are selected, you can adjust the horizontal and vertical alignment of the images in relation to each other. See "Aligning images" on page 214.

- Six buttons for arrangement (positioning images in the stacking order): **Bring to Front**, **Forward One**, **Back One**, **Send to Back**, **To Foreground**, **To Background**. See "Arranging images" on page 214.

- **Line Style**, **Line Width**, **Line Color** – set the attributes of the border around the image.

- **Area Style / Filling** – sets the color or other characteristics of the background area that contains the image, not the image itself. To see the background, you must set the transparency of the image to a suitably high value. See the *Draw Guide* for more information on how to modify areas.

- **Shadow** – sets the default shadow effect around the image. To adjust the shadow effect, open the Area dialog (**Format > Object > Area**) and choose the *Shadow* tab.

- **Filter** – opens the Image Filter toolbar. See the *Draw Guide* for details on image filters.